

The Pittsburgh Teachers Institute
jointly sponsored by
Chatham University, Carnegie Mellon University, and the Pittsburgh Public Schools

Application for Seminar Coordinator (2010)

A key to the success of the Pittsburgh Teachers Institute is the role played by the Seminar Coordinator in each seminar. Seminar Coordinators assume some of the administrative tasks of the seminar, facilitating the exchange of information and providing teacher leadership without diminishing the collegial rapport within each seminar; they also serve as a liaison between the seminars and a Seminar Coordinators' committee that meets weekly with the Institute director. One Seminar Coordinator for each seminar is selected annually by the director, and serves from January through July, receiving a stipend of \$600 for her or his service. A Seminar Coordinator must be, and must intend to continue as, a full-time teacher in one of the participating public schools. He or she must also have been a Fellow who participated in a seminar during a previous year. By agreeing to serve as a Seminar Coordinator, a teacher accepts the following responsibilities:

1. To work with School Representatives at the conclusion of the application process, to serve on an admissions committee to consider proposals for curriculum development submitted by teachers applying to become Fellows, and to make recommendations to the director about whom to accept as Fellows.
2. To monitor the progress of a seminar through observation and conversations with participants, and to give progress reports at weekly Seminar Coordinators' committee meetings
3. To report to the seminar members any organizational information which should be circulated, such as the schedule of any visitors and notice of Institute-wide activities.
4. To act as a resource for members of the seminar, providing information about use of University facilities, Guidelines for the writing of curriculum units, computer assistance available to Fellows, copyright procedures, and unit-writing deadlines.
5. To be available to the seminar leader to act as a source of information and to offer assistance, as may be needed.
6. To assist with the smooth operation of the seminar by keeping track of Fellows' promptness and attendance and the timeliness of their written submissions, and by encouraging Fellows to make and keep appointments for individual meetings with the seminar leader.
7. To attend and come prepared to weekly committee meetings with the director.

I have read the above responsibilities set forth for the role of Seminar Coordinator and I WOULD accept the position if selected.

I have read the above responsibilities set forth for the role of Seminar Coordinator and I would be UNABLE TO ACCEPT the position.

Signature

Date